

**NEW JERSEY MODEL EMPLOYER/AGENCY AGREEMENT
FOR PAID, SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCES**
(*N.J.A.C. 12:56-18*, School-to-Work Program, *N.J.A.C. 6A:8-3.2*, Career Awareness and Exploration,
and *N.J.A.C. 6A:19-6.4*, Structured Learning Experiences)

PART I: STUDENT INFORMATION

Student Name: _____ Student#: _____ Date of Birth: _____

Student Address: _____ City: _____ State: _____ Zip: _____

SLE Teacher Coordinator: _____ SLE Teacher Coordinator Phone #: _____

Student Emergency Phone #: _____ **Emergency Contact Info:** _____

Emergency Contact Name: _____ **Relation to Student:** _____

Business/Agency Name: _____ Employer ID #: _____

SLE Site Address: _____ City: _____ State: _____ Zip: _____

SLE Site Telephone: _____ Fax: _____ E-mail: _____

SLE Start Date: _____ End Date: _____ Work Site Mentor: _____

SLE Hours of SLE Activities: _____ to _____ ☒ All That Apply: Mon. _____ Tue _____ Wed _____ Thus _____ Fri _____

Student will report to the SLE site: Daily _____ Every (day of week) _____ Other: _____

PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES

Consistent with the New Jersey Department of Education administrative code, *N.J.A.C. 6A:19-6.4*, Structured Learning Experiences the school district agrees to ensure that

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-6.4(a)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-6.4(b)*).
- (3) The student will be placed in training sites deemed non-hazardous, (*N.J.A.C. 6A:19-6.4(c)*).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (*N.J.A.C. 6A:19-6.4(c)1*).
- (5) The district will maintain the student's records reflecting the paid structured learning experience, (*N.J.A.C. 6A:19-6.4(d)*).

Consistent with the New Jersey Department of Labor and Workforce Development Child Labor Regulations, *N.J.A.C. 12:56-18.2*, School-to-Work Programs, the school district and business/agency understand that the intent of this paid structured learning experience is instructional, not productive employment. Therefore, the paid structured learning experience (SLE) must include all of the following elements to be consistent with a "learning experience." We agree to ensure that the paid structured learning experience meets the following regulatory requirements:

- (1) The SLE activities must be related to a formal training plan for the student;
- (2) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
- (3) Any productive work is incidental to the student achieving the planned learning objectives;
- (4) The student is expected to achieve the learning objectives and will receive a grade/credit for time spent at the worksite;
- (5) The student is supervised by an appropriately licensed school official and a workplace mentor;

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- (6) The paid structured learning experience is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; *and*
- (7) The student does not replace an employee.

In addition, the school district, business/agency, student and parent/guardian understand that the student is not entitled to an offer of employment at the conclusion of the paid, school-sponsored structured learning experience.

Name/Title of School Administrator _____ Signature: _____

Date: _____ District/School Code _____ Name of District: _____

Mailing Address: _____ Phone _____ Fax _____

Name/Title of Business/Agency Officer _____ Signature: _____

Business Mailing Address _____ Phone _____ Fax _____

PART 3: INSURANCE STATEMENT: The school district and the employer/agency agree to provide copies of their respective insurance certificates prior to the start of the paid, school-sponsored structured learning experience. In addition, the parties agree to the scope, nature and responsibilities for insurance coverage of this paid structured learning experience.

PART 4: STUDENT RESPONSIBILITIES

I agree to follow the conditions of the paid, school-sponsored structured learning experience (SLE) listed below:

- (1) I will maintain regular attendance both in school and at the SLE site. I will notify the school and the appropriate employer/agency contact person if I will be tardy arriving to or if I am unable to report to my SLE site.
- (2) I will keep a daily record of my time and activities at my SLE site, and I will submit my completed SLE reports as required.
- (3) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- (4) I will obey the rules and regulations of my SLE site and comply with the business/agency's business practices and procedures.
- (5) I will talk to my SLE teacher supervisor and/or my workplace mentor about any difficulties arising during the structured learning experience.
- (6) I will work to acquire the knowledge and skills as outlined in my SLE student training plan.**
- (7) I understand that my SLE grade or credit will be based upon my the satisfactory completion of my SLE assignments, time and activity reports, and evaluations.

I understand that this is a paid structured learning experience and I am not entitled to a promise of employment at the completion of the paid structured learning experience, as per the New Jersey Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.

SIGNATURE OF STUDENT: _____ Date: _____

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PART 4: PARENT/GUARDIAN RESPONSIBILITIES

I agree to the following conditions of the paid, school sponsored structured learning experience (SLE) listed below:

- (1) I will encourage my child or ward to effectively carry out the SLE assignments and responsibilities as outlined in the student training plan. **
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the structured learning experience to the SLE teacher supervisor.

I understand that this is a paid, school-sponsored structured learning experience and that the student is not entitled to a promise of employment at the completion of the structured learning experience, as per the New Jersey Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.

I hereby give my consent for _____ to participate in this paid, school-sponsored structured learning experience activities during the current school year.

PARENT/GUARDIAN SIGNATURE: _____ **Date:** _____

PART 5: COMPLETION OF PAID, SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCE

Upon completion of the paid, school-sponsored structured learning experience, I certify that the student has received training in the areas indicated on the attached student training plan*:

Student Signature: _____ Date: _____

Employer/Agency Signature: _____ Date: _____

SLE Teacher Coordinator Signature: _____ Date: _____

School Administrator Signature: _____ Date: _____

School Grade or Credit Awarded: _____

** If not, explain why here:*

****REQUIRED ATTACHMENTS: Student Training Plan and Employment Certificate (Working Papers)**

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ADDITIONAL NOTES:

Attach a copy of the proposed student training plan (*N.J.A.C. 6A:19*) to this document before signatures are gathered.

Training Plan (*N.J.A.C. 6A:19, NJ Department of Education*) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. **NOTE:** All structured learning experiences must be accompanied by a training plan.

This form may be used for the following paid, school-sponsored structured learning experience placements as defined in Section II of the “Guidelines for Structured Learning Experiences”:

- 12th grade options (*if paid*)
- Community-based instruction/placements+ (*if paid*)
- Community rehabilitation program+ (*if paid*)
- Career exploration/orientation (*if paid*)
- In-school work experience+
- School-based or school-sponsored enterprise (*if paid*)
- Sheltered workshops+
- Supported employment+
- Vocational assessment/exploration+ (*if paid*)

+ *Requires an Individual Education Plan (I.E.P.)*

Link to “Guidelines for Structured Learning Experiences”: http://www.nj.gov/njded/voc/sle/sle_man.htm

Employment Certificate (*N.J.S.A. 34:2-21.1, New Jersey Department of Labor and Workforce Development*), means a certificate granted by the issuing officer authorizing the employment of a child as permitted under this act.

Link to “Child Labor Laws for Kids”: <http://www.nj.gov/labor/lse/forms/MW-36.pdf>